

Dryden Flight Research Center
Edwards, California

DCP-A-007
Revision C

Dryden Centerwide Procedure

CODE A

CREDIT CARD PURCHASES BY NON-CONTRACTING PERSONNEL

Electronically Approved by
Assistant Director for Management Systems

Document History Log

This page is for information purposes and does not need to be retained with the document

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		1/6/99		
	Rev A	2/22/99		Modified signature block from "Approved" to "Electronically Approved by" and deleted duplication in the objectives.
	Rev B	4/16/99		Page 1: Added Notes, modified "Customer" activities, added first block of "Card Holder", changed "Information Technology Representative" to "Chief Information Officer" and added second block. Page 2 & 3: Modified "Card Holder" activities. Page 6: Changed "Contractor" to "Receiving Warehouse" and modified last block of "Contract Specialist". Page 8: renumbered original Note 1 to Note 4.
	Rev C	4-3-03	All	<ol style="list-style-type: none"> 1. Title change - now the document is only applicable to non-contracting personnel. 2. Revised the objectives. 3. The entire procedure was revised to clarify the responsibilities of the card holder. 4. The resource Specialist tasks were deleted. 5. Procedure steps for using DFEC-31 were detailed and replaced with a reference to DCP-A-001.

1.0 PURPOSE

The purpose of this document is to describe the process for purchasing product with the Purchasing Bank Card.

2.0 SCOPE & APPLICABILITY

This procedure applies to non-contracting government employees who are authorized users of a DFRC Purchasing Bank Card.

3.0 PROCEDURE OBJECTIVES

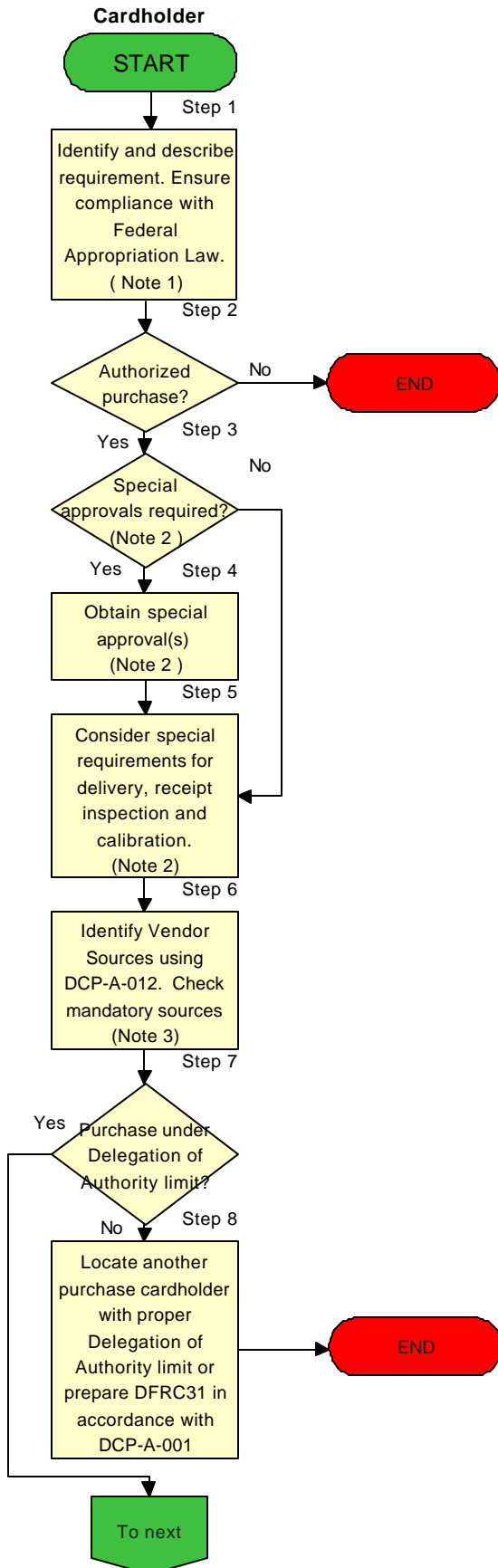
- to procure products for requestors using a credit card
- to ensure compliance with federal, NASA and DFRC regulations
- to ensure procurements are made from mandatory sources
- to ensure that receipt inspection requirements are met
- to ensure Statement of Account is reconciled, approved and disbursed on time

4.0 REFERENCES

- 4.1 DCP-A-001 Using the Procurement System
- 4.2 DCP-A-010 Government Credit Card Application Process
- 4.3 DCP-A-012 Identification of Vendor Sources
- 4.4 DCP-M-011 Information Technology (IT) Purchasing Waiver
- 4.5 DCP-M-005 Ordering Printed Materials from Government Printing Office (GPO)
- 4.6 DCP-O-005 Parts Control Tag
- 4.7 DCP-O-007 Metrology System
- 4.8 DCP-S-003 Quality Assurance Review for Purchase Requests
- 4.9 DCP-X-002 Export Control
- 4.10 FAR 4.805 Storage, handling, and disposal of contract files
- 4.11 FAR 8.001 Priorities for use of Government Supply Sources
- 4.12 FAR 29.305 State and Local Tax Exemptions
- 4.13 FAR 31.205-41 (b)(3) Taxes
- 4.14 NPG 1441.1 Records Retention Schedules

5.0 DEFINITIONS

- 5.1 Delegation of Authority Limit - This amount is determined at the time the credit card is issued and stated in the delegation letter per DCP-A-010.

**General Note**

Cardholders may use the Purchase Card for procurements within the authority of their Certificate of Appointment, the Purchase Credit Card Training, and other Credit Card Procedures. All applicable federal, NASA, and DFRC regulation requirements must be met in addition to the requirements of this procedure.

Note 1: Federal Appropriation Law

<http://fal.managementconcepts.com>

Purpose - Necessary expense rule (on appropriation)

Appropriation made for a specific object is only available for expenses incident to accomplishing that object

- Three tests for "necessary expense"
- Logical relationship to the appropriation sought to be charged
- Not otherwise prohibited by law
- Cannot do indirectly, that you could not do directly

Not provided for elsewhere

Time - Bona Fide needs requirement

"A fiscal year appropriation may be obligated only to meet a legitimate, or bona fide need, arising in, or in some cases arising prior to but continuing to exist in, the fiscal year for which the appropriation was made."

Amount - Compliance with Antideficiency Act

- Antideficiency Act law prohibits
- Obliging in excess of amount available
- Obliging in advance of appropriations

Obligating in advanced of an apportionment or reapportionment

- Penalties

Appropriate administrative action or, in cases of willful violation, up to \$5,000 fine and two years in jail

Note 2 : Special Approvals, Waivers, and Requirements

Certain commodities require authorization by the controlling branch [e.g., Safety (Affirmative Procurement, etc.), QA (Q-10, MSDS, etc.), Training Officer, Fleet Vehicle Officer, Library, ODIN, etc.]

- Submit Aircraft, Explosive Items, and Hazard Material to Quality Assurance in accordance with DCP-S-003

- Metrology requirements shall be determined in accordance with DPD-5339.2 and NPD 8730.1 and product shall be calibrated per DCP-O-007.

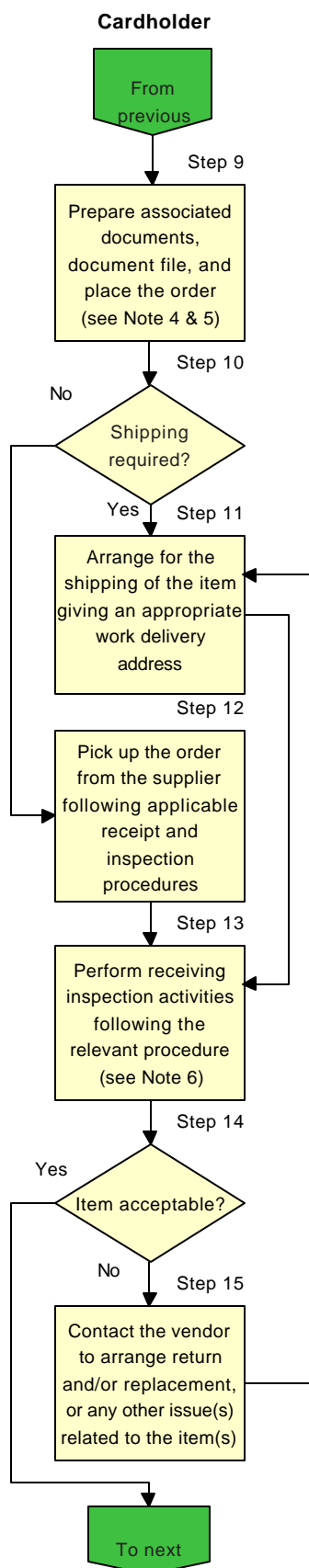
- Controlled Parts/Equipment: Cardholder Logs shall be sent to Receiving for all controlled equipment to be tagged immediately before usage per DCP-O-005 and DOP-M-005.

- For Purchases over \$2500 Form A-24, *Small Business Review Sheet*, shall be completed and the procedure followed in DCP-A-001 starting at para 5.2.2.

- For Export Control requirements refer to DCP-X-002

- Inform Vendors of Tax Exempt status per FAR 29.305 & FAR 31.205-41(b)(3).

Verbal approvals may be obtained and shall be documented in the file.

**Note 3: Mandatory Sources of Supply**

The following sources of supply must be utilized in the descending order of priority (see FAR 8.001):

Agency surplus**Federal Prison Industries (UNICOR)**

-<http://www.unicor.gov>

Blind & other severely handicapped (NIB/NISH)

-<http://www.nib.org>, <http://www.nish.org>, <http://www.jwod.gov>, or <http://www.jwod.com>

General Services Administration

-<http://www.gsa.gov>

Federal Supply Sources**-Mandatory schedules****-Optional schedules**

-<http://www.gsa.gov>

Commercial sources

GSA Advantage is a quick way to access FPI, NIB, NISH, GSA, and the Federal Supply Schedules. The Internet address is: <http://www.gsaadvantage.gov>

Note 4: Card Holder File

Cardholders are responsible for the following (reference FAR 4.805 and NPG 1441.1):

Credit Card File contents shall include:

- Certificate of Appointment letter or Delegation of Authority letter
- Purchase Card Training record
- Copies of purchase records (e.g. record of purchase, copies of sales receipts or any other documentation of the purchase) **Note: The Cardholder Log may be kept Electronically.**
- Monthly Statement of Account copies

File contents may include the following as required by type of purchase:**-Dryden regulation concurrences/documentation**

- Representation & Certifications
- Small Business review coordination
- Disputes form copies
- abstract of quotes
- receiving documents

Note 5:

Record all purchases in the Cardholder log (use the shortcut to the database provided by the BISS Office). Contact the BISS Office for assistance if needed at X2477. For controlled parts/equipment, print the form and forward to the Receiving Department.

Note 6: Inspection Activities

Ensure QA and/or Safety, documents are received and compliant per documentation provided. Controlled parts/equipment shall be tagged immediately upon receipt. Ensure that items requiring calibration are calibrated before use.

